



USAID | UKRAINE

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72011324R00001

ISSUANCE DATE: November 07, 2023

CLOSING DATE/TIME: November 28, 2023 (11:59 p.m. Vilnius Time)

SUBJECT: Solicitation No.: 72011324R00001 for a Resident Hire U.S. Personal Services Contractor (USPSC), Development Outreach and Communications (DOC) Specialist, GS-10

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through VIII** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

David Smale
Contracting Officer

I. GENERAL INFORMATION

1. SOLICITATION NO.: 72011324R00001

2. ISSUANCE DATE: November 07, 2023

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: November 28, 2023 (11:59 p.m. Vilnius Time)

4. POSITION TITLE: Development Outreach and Communications (DOC) Specialist

5. MARKET VALUE: \$53,990-\$70,190 per annum, equivalent to **GS-10**. Final compensation will be negotiated within the listed market value.

6. PERIOD OF PERFORMANCE: one (1) year, with four (4) option years. Option may be exercised based upon satisfactory contractor performance, mutual agreement between the Contractor and USG, continued Mission requirements and the continued availability of funds.

7. PLACE OF PERFORMANCE: Vilnius, Lithuania

8. ELIGIBLE OFFERORS: US Citizens, Resident Hire.

In accordance with AIDAR, Appendix D, 1 (Class Deviation M/OAA-DEV-AIDAR-21-02c):

(b) Definitions:

(5) Resident Hire U.S. Personal Services Contractor (PSC) means a U.S. citizen or resident alien who, at the time of contract award, --

(i) resides in the cooperating country for reasons other than U.S. government or non-U.S. government employment, under any contract or employment arrangement that provides repatriation to the U.S.; or

(ii) is a spouse or dependent of a U.S. citizen or resident alien with U.S. government or non-U.S. government employment, under any contract or employment arrangement that provides repatriation to the U.S.

9. SECURITY LEVEL REQUIRED: Secret

10. STATEMENT OF DUTIES

BASIC FUNCTIONS OF THE POSITION:

The USAID Belarus Country Office (USAID/Belarus) is an operating unit within the USAID Ukraine and Belarus Regional Mission (USAID/Ukraine) and is responsible for the development, implementation, and oversight of USAID-funded programs based in Lithuania that support

progressing Belarus towards being a functional market-oriented democracy. USAID's goal is to assist Belarusians to become more empowered and capable of developing, progressing, and preserving a functional market-based democratic system in Belarus.

USAID/Belarus manages a dynamic portfolio of contracts and cooperative agreements that works to promote participatory democracy, independent media, and a market-based economy through equipping citizens, pro-democratic champions, independent media, and civil society organizations with the knowledge, skills, and tools to drive demand for a democratic political system and responsive governance.

The Development Outreach and Communications (DOC) Specialist will provide expertise in synthesizing and merging editorial comments and bring exceptional writing skills to USAID/Belarus. Specifically, the incumbent will provide effective quality control to USAID/Belarus's internal and external documents, packages, memos and social media content. The candidate will be expected to review documents following American English-language grammar rules, while enhancing clarity and concise wording and ensuring USAID guidelines are followed. The DOC will help generate story ideas or approaches, help research or collaborate with respect to written materials, as needed, and ensure written outreach material is compelling, accurate and exceptionally well written.

In addition, the DOC will work with USAID staff to develop and draft success stories, speeches or remarks, as well as event briefers for USAID staff or other principals in the US Embassy in Minsk (Embassy/Minsk) or the US Embassy in Vilnius (Embassy/Vilnius) participating on USAID-sponsored events.

As a speechwriter, s/he will be expected to ensure that speeches given by Embassy and USAID personnel are compelling, tailored to the person delivering the speech, on topic, incorporate the USAID's vision and themes of emphasis, speak to the target audience, and are dynamic instruments of communication.

MAJOR DUTIES AND RESPONSIBILITIES:

Communications (50%)

The incumbent is responsible for efficiently developing, drafting, editing, and otherwise promoting and implementing excellent oral and written communication products for USAID/Belarus. The incumbent ensures that stories meet USAID's guidelines and other basic tenets of good writing, and appropriately highlight USAID's project interventions, development issues, and successes. Where appropriate, communication products must relay linkages to the broader U.S. Government. Examples of key lines of effort include, but are not limited to:

- Writing and editing speeches, talking points, and other communications materials as needed for Senior Mission Management, the Embassy leadership (or other U.S. Government principal) in conjunction with the representative's participation at USAID- sponsored events.
- Writing and editing briefing materials, including success stories, program profiles, project fact sheets, sector- and topic-specific promotional material, presentations (e.g., PowerPoint slides), and other materials that promote the activities of USAID/Belarus.
- Editing materials for the USAID/Belarus on social media outlets;
- Editing materials for the media, including press releases, media advisories, and press packets and other media outreach activities or products, such as video documentaries, press site visits, special workshops, etc.

Editing and Providing Quality Control of Official Mission Documents (30%)

The incumbent is responsible for editing, providing quality control, and ensuring a common voice for Embassy/Vilnius, Embassy/Minsk, USAID/Washington, USAID/Ukraine, and USAID/Belarus reporting documentation. Such documents may include but are not limited to the Mission's annual budget review preparatory materials; the annual operational plan and the performance and plan report; and any other reporting documents determined by the USAID/Belarus and USAID/Ukraine Program Office.

Research (20%)

The incumbent conducts research on emerging and topical subject matters as directed by the Country Office Director. The incumbent also provides analyses on strategies for responding to emerging issues related to the Belarusian context.

SUPERVISORY RELATIONSHIP:

The incumbent will work under the direct supervision of the USAID/Belarus Office Director, or her/his designee.

SUPERVISORY CONTROLS:

The incumbent is not expected to exercise any supervisory roles.

11. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

12. POINT OF CONTACT: All questions and offers must be submitted by email to KyivVacancies@usaid.gov

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Education: Minimum of bachelor's degree in communications/journalism/media studies/marketing or related development field is required. Educational requirement must be met at the time of application for the subject position.

Prior Work Experience: Minimum one (1) year of progressively responsible and relevant work experience is required. Relevant areas of previous experience include communications/journalism/marketing/public relations in an English-language work environment is required.

Only offerors clearly meeting the above minimum qualifications will be considered for further evaluation.

Security and Medical clearances: The ability to obtain the required security and medical clearances in a reasonable timeframe is considered a minimum qualification. See Section V.

III. EVALUATION AND SELECTION FACTORS

Selection Process and Basis of Evaluation: Offerors who clearly meet the aforementioned minimum education and work experience qualification requirements may be further evaluated through review of the offeror's submitted required documents (see section IV below) and ranked based on the below evaluation and selection factors. A competitive range may be established of the highest-ranked offerors, who may be further evaluated through technical tests, interviews, and reference checks to determine the most qualified/highest-ranked offerors. Reference checks may be conducted with the highest-ranked offerors. Reference checks may be conducted with individuals not provided by the offeror. Any offeror not receiving satisfactory reference checks will no longer be considered for the position. Negotiations may be conducted with the most qualified/ highest-ranked offerors at the conclusion of evaluations.

Education (10 points): Minimum of bachelor's degree in communications/journalism/media studies/marketing or related development field is required. Educational requirement must be met at the time of application for the subject position.

Prior Work Experience (30 points): Minimum one (1) year of progressively responsible and relevant work experience is required. Relevant areas of previous experience include communications/journalism/marketing/public relations in an English-language work environment is required.

Knowledge, Skills and Abilities (60 points):

- Excellent interpersonal skills are required. Must be able to work collaboratively with a wide variety of individuals and teams of all professional levels and diverse experience.

- Excellent English writing, editing and speaking skills, as well as an ability to process information from a wide variety of sources into cohesive, polished documents is required. Knowledge of Russian and/or Belarusian is preferable.
- Must be detail oriented, responsible, committed to success, collaborative and comfortable with change.
- Demonstrated aptitude for understanding complex issues and the ability to translate and simplify them for key audiences.
- Demonstrated ability to produce high-quality written materials with excellent editing and proofreading skills.
- Highly flexible and comfortable working with ambiguity, frequently changing time frame, and short deadlines.
- Ability to manage multiple projects at the same time.
- Proven ability to meet deadlines.
- Must be able to draft speeches in a fast-paced, deadline-driven environment.
- Computer skills and knowledge of basic software packages (Microsoft Office Suite and Google Platform)

Total Points: 100 pts

IV. APPLYING

1. Eligible Offerors are required to complete and submit *all* the following documents and information in English in order to be considered for the position. Submit your complete application package to kyivvacancies@usaid.gov:
 - a. ***Completed and signed*** form [Form AID 309-2](#), “Offeror Information for Personal Services Contracts,” available also at [Forms | U.S. Agency for International Development](#). ***Only include base salary information in box 4 of sections B and C.*** Do not include bonuses, differentials, cost of living allowances, or other types of compensation. During negotiations, salary history may be verified through pay slips, earnings and leave statements, or other appropriate documentation.
 - b. A cover letter of no more than 2 pages that demonstrates how the Offeror’s qualifications meet the evaluation and selection factors in section III of this solicitation.
 - c. A resume or *curriculum vitae* (CV) of not more than 3 pages which, at a minimum, describes education, experience and career achievements relevant to the evaluation and selection factors in section III of this solicitation.
 - d. Names of three professional references, including at least one current/former supervisor, that have knowledge of the offeror’s ability to perform the duties set forth in the solicitation. This information may be included in the cover letter or

resume/CV.

Late, incomplete, and/or un-signed offers will not be considered.

2. Offers containing all required documents must be received by the closing date and time specified in **Section I, item 3**, and submitted electronically to the email Point of Contact in **Section I, item 12**.
3. To ensure consideration of offers for the intended position, Offerors should prominently reference the Solicitation number in the offer submission.

V. PRE-AWARD DOCUMENTATION / LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms, needed to obtain medical and security clearances.

1. Medical History and Examination Form/ Medical Clearance Update (DS-1843; DS-1622 /DS-3057)
2. Questionnaire for Sensitive Positions for National Security (SF-86), or
3. Questionnaire for Non-Sensitive Positions (SF-85)
4. Fingerprint Card (SF-87)

Timely completion and submission of the required documents are needed to obtain the necessary Security and Medical Clearances. Failure of the selected offeror to accurately complete and submit required documents in a timely manner may be grounds for the CO to rescind any conditional pre-contract offer letter and begin negotiations with the next most qualified/highest ranked offeror. Selected offerors who are unable to obtain required Security and Medical Clearances in a reasonable timeframe are considered un-qualified for this position.

Within 2 weeks after written notice from the CO that all required clearances have been received, or unless another date is specified by the CO in writing, the selected offeror shall proceed to Vilnius, Lithuania to perform the services specified in section I, item 10.

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a Resident Hire USPSC is normally authorized the following benefits:

BENEFITS:

- Employer's FICA Contribution
- Contribution toward Health & Life Insurance
- Pay Comparability Adjustment
- Annual Increase (pending a satisfactory performance evaluation)

- Eligibility for Worker's Compensation
- Annual and Sick Leave

VII. TAXES

USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing USPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix D**, “Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad,” including **contract clause “General Provisions,”** available at [AIDAR, Appendix D](#)
2. **Contract Cover Page** form [AID 309-1](#) available at [Forms | U.S. Agency for International Development](#)

Line Item Table

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation and Fringe Benefits/Other Direct Costs (ODCs) Award Type: Cost Product Service Code: R497 Accounting Info:	1 year	LOT		
1001	Option Period (OP) 1 – Compensation and ODCs Award Type: Cost Product Service Code: R497 Accounting Info:	1 year	LOT		
2001	Option Period (OP) 1 – Compensation and ODCs Award Type: Cost Product Service Code: R497 Accounting Info:	1 year	LOT		

3001	Option Period (OP) 1 – Compensation and ODCs Award Type: Cost Product Service Code: R497 Accounting Info:	1 year	LOT		
4001	Option Period (OP) 1 – Compensation and ODCs Award Type: Cost Product Service Code: R497 Accounting Info:	1 year	LOT		

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available are at [Acquisition & Assistance Policy Directives/Contracts Information Bulletins](#)
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**.
See [Standards of Ethical Conduct](#) Standards of Ethical Conduct
5. **PSC Ombudsman.** The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: [Ombudsman](#) The PSC Ombudsman may be contacted via: pscombudsman@usaid.gov.

END OF SOLICITATION